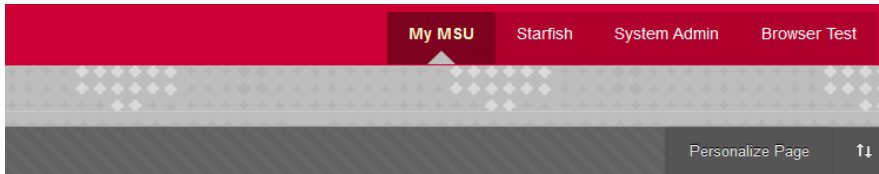
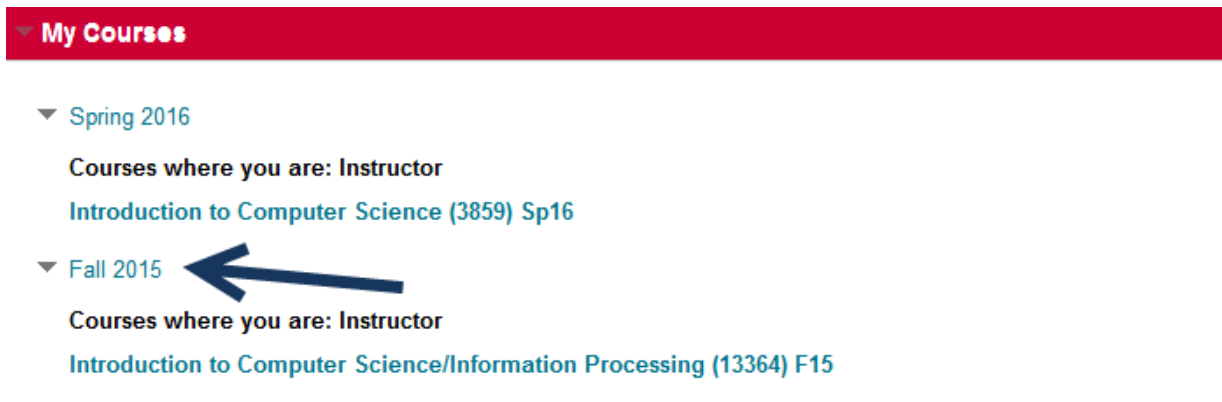


Getting Your Course Ready for a New Semester

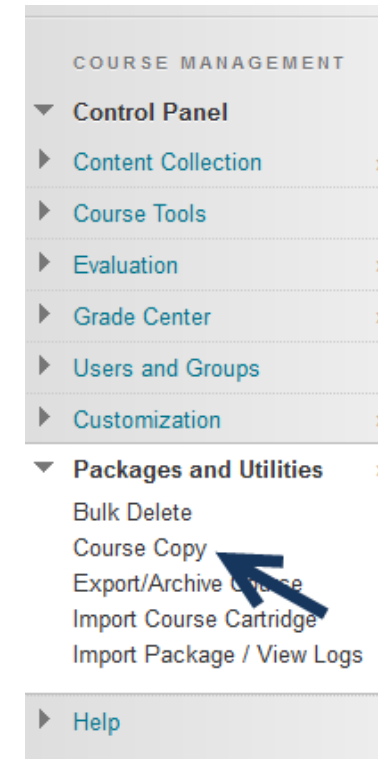
1. Log into Blackboard: You will notice your course for the upcoming semester is listed and is *not currently available*.



2. The second step you need to accomplish is bringing in your course content. This content will either be from your storage shell or you may wish to use content from a previous semester's shell. First you go to the course that contains the content you want to copy. In this example I am going to use my fall 2015 course.



3. Enter the course you want to copy from. Go to the **Course Menu**→**Packages and Utilities**→**Course Copy**. Click on **Course Copy**. Remember this is a one time copy, you cannot try to copy the content again as you will end up with two of everything in your course.



4. In the first section of this tool you will see **Select Copy Type**. The default is set to **Copy Course Materials into a New Course**, this needs to be changed to **Copy Course Materials into an Existing Course**.

SELECT COPY TYPE _____

Select Copy Type

5. In the **Select Copy Options** section you will need to **Browse** for the course you want to copy the content into. You will need to know your class number and name for this step.

* Destination Course ID

6. After clicking on **Browse** a list of classes in a new window will open. Select the current semester's shell and click on **Submit**.

Courses

Search by: Course ID Instructor Name/Description
 Search

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> 13364_1610	IntroductionIntroduction to Computer Science (13364) F15	Jan 14, 2016	sherie.saltveit	Saltveit, Sherie
<input type="radio"/> 3859_1630	Introduction to Computer Science (3859) Sp16	Jan 14, 2016	sherie.saltveit	Saltveit, Sherie

Displaying 1 to 2 of 2 items |


7. Then click on the **Select All** button.

* Destination Course ID

Select Course Materials

8. Under the **Discussion Board** selection make sure you select **Include only the forums, with no starter posts**, this will take all of the old posts out of the new shell.

Discussion Board


- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts 

9. In the **File Attachments** section make sure you select **Copy links and copies of the content (include entire course home folder)**.

FILE ATTACHMENTS

*Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.*

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder) 

Package Size

10. Do not select **Include Enrollments in the Copy**.

11. The last step is to click on the **Submit** button at the bottom of the page.

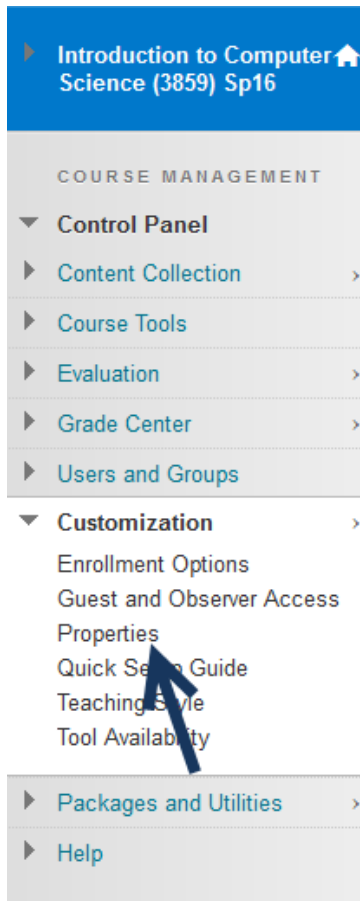
You will see the message **Success: Course copy action queued. An email will be sent when the process is complete** at the top of the page.

Success: Course copy action queued. An email will be sent when the process is complete.

Wait for the email and once you have received it, go into your current semester's class to make sure everything copied correctly.

First Day of Class

The last step you should take is to make the shell available on the first day of class. Remember students will be enrolled in the course already so you do not want this course available until the first day of class. Enter the course and go to the **Course Menu**. Click on **Customization**→**Properties**→**Set Availability**→select **Yes**→**Submit**. When you go back to your My MSU page you will see that it no longer states (*not currently available*) in the title of the course.



SET AVAILABILITY

Make this course available to users?

Make Course Available

- Yes
- No
- Use Term Availability
(Spring 2016 is Available)

